



OFFICE ASSISTANT (GENERAL)
OFFICE ASSISTANT (TYPING)
File-In-Person Date: MARCH 10, 2010

OPEN-SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:
RICHARD J. DONOVAN CORRECTIONAL FACILITY

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Applications will only be accepted in person, from the applicant between the hours of **8:00 a.m.** and **4:30 p.m.** at the following location(s):

RICHARD J. DONOVAN CORRECTIONAL FACILITY
Location: FRIENDS OUTSIDE VISITOR CENTER
480 ALTA ROAD
SAN DIEGO, CA 92179

APPLICANTS ALSO WILL BE REQUIRED TO SHOW EITHER A PHOTO IDENTIFICATION CARD OR TWO FORMS OF SIGNED IDENTIFICATION WHEN THE APPLICATION IS SUBMITTED. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL FOR ANY REASON.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited. Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **Wednesday, March 10, 2010** is the file-in-person date. Applications will only be accepted between the hours indicated above.

All applicants must meet the education and/or experience requirements for this examination by the written test date.

TEST DATE The written test date will be **Saturday, March 27, 2010**.

SALARY RANGE(S) **As of: January 19, 2010**
Office Assistant (General)
Range A: \$2,074 - \$2,519
Range B: \$2,280 - \$2,770

Office Assistant (Typing)
Range A: \$2,143 - \$2,606
Range B: \$2,324 - \$2,826

An individual may receive a special in-grade salary adjustment to the second step of the salary range following completion of six months of qualifying service after their appointment.

Range A: This range shall apply to incumbents who do not meet the criteria for payment at Range B.

Range B: This range shall apply to incumbents who have satisfactorily completed either:
1. One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant (General) Range A; **or**
2. **Experience:** One year of clerical experience. [Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either: (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience.] **and**

Education: Either equivalent to completion of the 12th grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through Manpower Development and Training Act. (One year of clerical work experience may be substituted for the required education.)

MINIMUM QUALIFICATIONS **Office Assistant (General)**
Office Assistant (Typing)

Either
One year of experience in California state service performing the duties of an Assistant Clerk.

Or II
Education: Either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through the Welfare Reform Act.

MINIMUM QUALIFICATION (CONTINUED)	<p>(One year of clerical work experience may be substituted for the required education.)</p> <p>Office Assistant (Typing) Special Requirement: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p> <p>NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.</p> <p>Special Personal Characteristics: A demonstrated interest in assuming increasing responsibility.</p> <p>Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Out-Of-Class Experience: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p>
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EXAMINATION PLAN	<p>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.</p> <p>Written Test -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>Ability to:</p> <ol style="list-style-type: none">1. Perform clerical work2. Spell correctly3. Use good English4. Make arithmetical computations5. Operate various office machines6. Follow directions7. Evaluate situations accurately and take effective action8. Communicate effectively <p>If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
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ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.</p> <p>For each classification listed above, a separate eligible list will be established.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>An Office Assistant (General) and Office Assistant (Typing) is an entry, trainee and journey level position. Under close supervision as a trainee, incumbents regularly perform a limited range of duties that become routine, shortly after the initial training period; and/or learns to perform a variety of full journey level general clerical duties.</p> <p>Under general supervision, incumbents at the full journey level regularly perform a variety of duties requiring adaptation to various situations, judgment as to which learned work method to apply for the desired result, and the ability to communicate effectively. This level may have lead responsibility over less experienced employees in areas such as training and answering questions on work procedures.</p> <p>An Office Assistant (Typing) is distinguished from other clerical classes by being regularly required to perform typing duties as an essential part of the job which may include any combination of the general office duties. Typically, typing encompasses a significant proportion of the work time.</p> <p>Position(s) exist with the institution(s) listed above.</p>
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SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.</p>
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VETERANS POINTS/ CAREER CREDITS	<p>Veterans’ Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans’ Preference Points. Career credits will not be granted in this examination.</p>
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GENERAL INFORMATION

It is the candidate's responsibility to contact **Susan Garcia** at **(619) 661-8651** five days prior to the written test date if he/she has not received his/her notice.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 10 points for veterans; and 15 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Applications are available at Department of Corrections and Rehabilitations' offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS